

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 12 Notices

This procedure will demonstrate the steps to file all Notices in a case. Depending upon the event selected, the system prompts may be different but all events require the document to be filed in PDF format. **A chart of all events is listed below.**

Title of document	Event activity
Notice of 2004 Exam	enter person, date & time of exam
Notice of Appearance and Request for Service	(clerk updates database)
Notice of Change of Address (Other than Attorneys); See also Batch Filings	(clerk updates database)
Notice of Continued Confirmation Hearing	enter new hearing information, link to current plan
Notice of Continued Hearing	enter new hearing information, link to existing motion/application
Notice of Deposition	enter name of deponent, date & time of deposition
Notice of Filing	generic event, may be linked to existing event
Notice of Nonappearance	enter name of person who did not appear, link to existing event
Notice of Rescheduled Meeting of Creditors	enter new meeting information
Notice of Selection of Mediator	search and add/select party
Notice of Voluntary Conversion to Chapter 7	fee required; prompts clerk's office to convert case
Notice of Voluntary Dismissal (Ch 13 - no prior conversion)	prompts clerk's office to prepare form order of dismissal
Notice of Voluntary Dismissal (All others)	prompts clerk's office to set hearing
Notice to Substitute Attorney	terminates association of attorney and prompts clerk's office to add new attorney record

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Notice to Withdraw Claim	enter claimant name, claim#, and claim status
Notice to Withdraw Document	link & terminate existing event including any deadlines

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To illustrate a sample event, we are going to file a Notice to Withdraw of Document.

STEP 1 Select **Bankruptcy** from main menu.

NOTE - If the notice is in an adversary proceeding, select **Adversary** at the main menu.

STEP 2 The **Bankruptcy Events** screen will display.

◆ Click **Notices**.

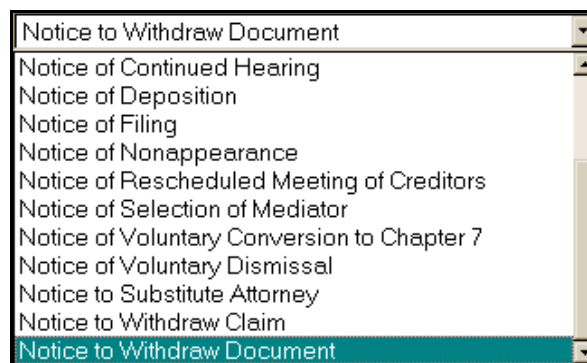
STEP 3 The **Case Number** screen will display.

◆ Enter the complete case number. Click **Next**. Use the browser's back button to return to a prior screen and make any changes if needed.

◆ **Verify the identity of the case.** Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

STEP 4 A **Document Selection** screen will display.

◆ Click on the arrow to obtain the alphabetical drop down list and select the appropriate event or press "n" (for Notice) repeatedly until the desired selection appears.



◆ Click on the check box if the notice is being filed jointly with another attorney. Click **Next**.

IMPORTANT NOTE - Only one item may be selected for each notice.

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STEP 5 The **Select the Party** screen will display.

- ◆ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
- ◆ Click to highlight and select the party for which the document is filed.
Note - If you wish to select more than one party, such as the debtor and joint debtor, hold the "Ctrl" key down and click to highlight the remaining party. Click **Next** if the party is already in the case. Proceed to Step 8.
- ◆ If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor you may search by social security number or tax id number, if known.

NOTE - All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security or tax id number).

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien", "McDonald" or "555-66-7777"
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

For example, if Ford is entered, the following selections might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear. Repeat as needed. Not all parties will contain the complete name, address, social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, click **Create New Party**.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 12</p> <p style="text-align: center;">Notices</p>

Search for a party

SSN

Last/Business name

Party search results

- Ford Motor Credit Company.
- Ford Motor Credit Company.
- Ford Motor Credit Company.
- Ford Motors Credit Company.

Person Address - Microsoft Internet Explorer

Ford Motor Credit Company
543 Motor City Ln
Detroit, MI 21668

STEP 6 The **Party Information** screen appears - Enter or change fields as needed. For our motion, the creditor was not a party in the case, but they are in the court's database. Select them, then click **Submit** (see below).

Party Information

Ford Motor Credit Company SSN: Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Creditor (cr:cr)
Creditor Committee (crcm:pty)
Creditor Committee Chair (crcmch:pty)
Cross Defendant (crd:pty)
Cross-Claimant (crc:pty)
Debtor (db:pty)
Defendant (dft:pty)
Examiner (ex:prf)
Financial Advisor (fa:prf)
Interested Party (intp:pty)
Interpleader (i:pty)

CRITICAL ISSUE - YOU MUST SELECT THE CORRECT ROLE TYPE.

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Some important Style Guide content is listed below to illustrate data entry standards.

- Name fields must match the petition (do not abbreviate unless name appears on petition this way; e.g., "ABC Corporation" should not be entered as "ABC Corp"). Use correct punctuation.
- Enter Generation as applicable; e.g., Jr., Sr., III, etc.
- Enter Title as applicable; e.g., MD, PhD, etc.
- The Office field may be used to indicate the office name of a business debtor (this field is used infrequently)
- 3 address lines are available and must match the debtor's mailing address (may be different from the debtor's street address)
- The County is the county of the debtor's street address, not the mailing address
HINT - Type the first letter of the county one or more times for a faster search.
- Do not enter the Country unless the country of the debtor's residence is not the United States.

STEP 7 After selecting or creating the party in the case, the name will be highlighted in the **Select the Party** screen. Click **Next**.

STEP 8 Click on the check box to establish a link between the creditor and the attorney, if needed. Click **Next**.

NOTE: If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

STEP 9 The **PDF Document Selection** screen will display.

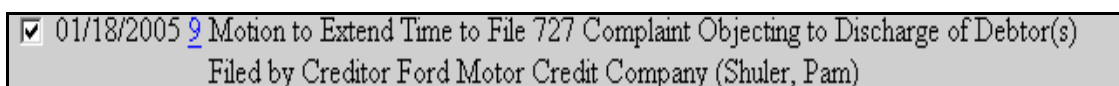
- ◆ Click Browse to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

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- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

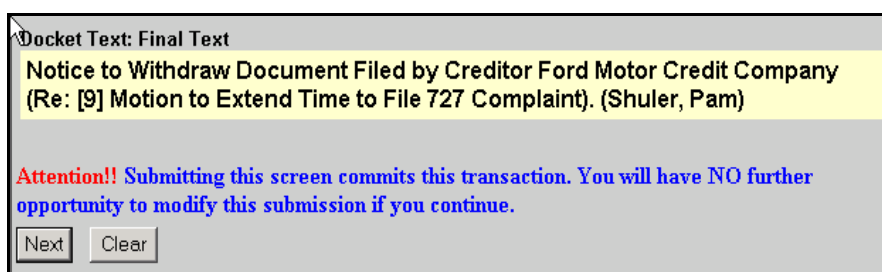
STEP 10 A docket report appears to allow you to link to the appropriate event(s) to which your event relates. Each event contains a court paper identification number, some with hyperlinks to view the image.

- ◆ Click on the box(es) of the event(s) you wish to link this notice to. In our example, we are withdrawing a Motion to Extend Time to File a 727 Complaint Objecting to the Discharge of Debtor.



STEP 11 **Verify the identity of the case.** Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

STEP 12 **Docket Text: Final Text** - This is the screen that commits this transaction. Click on the browser's back button to return to prior screens if needed. Click **Next**.



STEP 13 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.